

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 2**

#T1754 RECREATION LEADER I

***HOURLY SALARY: \$11.52 to \$13.88**

#T1755 RECREATION LEADER II

***HOURLY SALARY: \$13.28 to \$16.01**

***APPLICATION FILING PERIOD: FIRST DATE: October 7, 2005**

LAST DATE: January 11, 2006

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

NOTE: Most positions are part-time/hourly and may average up to 19 hours per week, including evening and weekend hours. During holidays and summer, hours are generally increased. Some positions may require bilingual English/Spanish communication skills, for which an additional 70 cents per hour will be paid.

REQUIREMENTS: For each position, you must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

RECREATION LEADER I:

1. **AGE:** You must be at least 16 years of age. **NOTE: Applicants less than age 18 must obtain a work permit prior to starting work. Applicants who are age 17 and are high school graduates are not required to have a work permit; however, they must submit a copy of their high school graduation certificate with their application. Work permits may be obtained through the school system.**
2. **EXPERIENCE:** 900 hours of recreation leadership experience, **OR**
3. **EDUCATION:** 15 semester or 22.5 quarter units of college level courses in Physical Education and/or Recreation.

RECREATION LEADER II:

1. **AGE:** You must be at least 18 years of age.
2. **EXPERIENCE:** 1800 hours of recreation leadership experience, **OR**
3. **EDUCATION:** 30 semester or 45 quarter units of college level courses in Physical Education and/or Recreation.
4. **LICENSE:** A valid California Class C Driver's License is required at the time of hire.

NOTES:

1. An equivalent combination of education and experience that equals 900 or 1800 hours may be substituted for the requirements specified above. (One semester unit = 60 hours.) (One quarter unit = 40 hours of work experience.)
2. Qualifying Physical Education and Recreation courses must consist of participation in typical Recreation Center Sports such as baseball, football, volleyball, etc. Physical Education or Recreation "theory" courses will only be accepted if they are part of a completed Bachelor's or other college degree in Physical Education or Recreation.
3. **Recreation Leadership** refers to planning/organizing/teaching/leading typical recreation center activities such as arts and crafts, games and sports (this does NOT include working as a personal fitness trainer, or weight training, bowling, golf instructor, etc.)
- *4. **Recreation Leader I** assignments may involve duties at reservoir concessions which may require weekend and holiday hours. These duties include operating concession machinery (e.g. coffee and soft serve), selling bait, fishing license, etc.
5. **Recreation Leader I and Recreation Leader II** assignments will be at recreation centers, teen centers, and parks. Most assignments are during weekday afternoons and weekends.
6. Most positions require that you work from 12:00 p.m. to 6:00 p.m. Some positions may require working from 2:00 p.m. to 10:00 p.m.
7. **Recreation Leaders II** work with little supervision. For these positions, at least two years of college-level education is highly desirable.

DUTIES: **Recreation Leaders I** plan, organize, and teach recreation classes; plan and organize special activities/events; prepare publicity; distribute and maintain equipment; maintain discipline; enforce regulations; ensure the safety of recreation center patrons; administer first aid; supervise the use and ensure the security of the facility; provide information to the public; register participants in classes; maintain records; assist in the preparation of reports; perform general maintenance work; and collect fees. **Recreation Leaders II** plan, organize, conduct, and evaluate recreation and leisure activities for children and teens at recreation sites; plan and organize special activities/events; prepare publicity; conduct arts and crafts classes and team sports, exercise classes, and special events (i.e., tournaments, field trips); work with social service agencies and citizen advisory groups; supervise and train recreation aides and volunteers; maintain records and reports; maintain equipment and crafts areas; supervise the use and maintenance of facilities; enforce regulations; maintain discipline and ensure that safety rules are observed; and requisition supplies.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Separate eligible lists will be established for **Recreation Leader I** and **Recreation Leader II**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **nine months**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

*TMN/March 21, 1997/*Rev. 15 (10-07-05)/Class1565;1531

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER